

11 June 1970

MEMORANDUM FOR: Training Officer, OL

SUBJECT : Problem Solving Seminar #5

1. The Building Planning Staff has reviewed your memorandum of 21 May. It is found that by and large we have little to offer as recommended changes or adjustments; however, there follow a few comments which may be of assistance to you in the subject course.

2. Regarding your subparagraph 2a, the reexamination of LI 25-1, dated 12 January 1970, it appears to cover a well-balanced set of courses for the Office of Logistics. The unique requirements of this Staff in the fields of architecture, engineering, and statistics probably could be handled only in unique outside courses.

3. Regarding your subparagraph 2b, the courses which relate to the work of this Staff appear to be well-balanced and provide the necessary coverage. Therefore, there are no suggestions which BPS has to offer as changes in present courses.

4. Regarding your subparagraph 2c, this Staff is becoming more and more involved in planning for computer and computer related activities as well as for closed circuit TV (CCTV) and various digital and printed copy scanning devices. It would be helpful if a brief course on application of computers to space planning, construction, and building management could be presented. This Staff would benefit from such instruction. If an existing course could be so conformed as to accommodate this aspect of computer related information, members of BPS would be glad to attend that part of the course. It is further suggested that a course on space utilization and space management be offered at an appropriate period probably 2 to 3 years from now. This would permit key officers in the Agency working on the Building Planning Program to acquire background information which would help them in preparing information in support of the building planning effort. (The Department of Agriculture presents a course which covers a great deal of this type of information.) Such a course would actually be helpful to logistics officers at any time since they have to carry the major load for planning for moves and space adjustments within offices or components where they are on assignment.

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5. Regarding your subparagraph 2d, the present scheduling of courses appears to be adequate. BPS has been able to obtain the necessary adjustments in timing or to have its officers accommodated in the later running of a course wherever necessary, with the understanding and assistance of the OL Training Officer.

6. Regarding your subparagraph 2e, I doubt that BPS should have courses especially tailored for its purposes. Those courses which relate to the specialized work of BPS might best be given in what is referred to as an "in-house" environment.

7. Regarding your subparagraph 2f, the training requirements of this Staff are so unique when looking beyond present OTR courses that the unique information desired could probably best be met through external training or on-the-job experience. Thus we would be well advised to take steps to intensify our background knowledge and techniques whenever appropriate specialized external courses are offered. Other information required by BPS officers would involve career development largely and would have to be satisfied on an individual need and career development basis.


Chief,
Building Planning Staff, OL

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